

U.S. Consulate General Sydney

Foreign National Student Internship Program

The U.S. Consulate General Sydney is looking for non-American undergraduate students (American citizens: please click [here](#) for internship opportunities) attending local universities to experience working alongside the Consulate's American and Australian employees as they work on the day-to-day business, political, media, and organizational issues of the United States and Australia. This program will run during the 2012-2013 Australian summer holidays.

The internship will provide the students with a valuable educational and practical experience by assisting the U.S. Consulate General in accomplishing its mission goals.

In the long term, this program aims to establish, promote and maintain relationships between young Australians and Americans as each becomes leaders in their respective countries.

Qualification requirements

The Applicants:

- Must be able to work as a volunteer, full time from December 3, 2012 – December 12, 2012 and from January 3, 2013 - February 2013.
- Must be a non-U.S. citizen and have the right to work in Australia.
- Must be over 18 years of age.
- Must be in good academic standing with their university (i.e. are currently not required to show cause for poor academic performance).
- Must have private medical insurance, at least for the duration of the internship.
- Must be returning to university studies after completion of the internship Note: You are eligible to apply for the Consulate's internship program if you have not yet completed your enrollment or are waiting to hear the outcome of your application for graduate studies. However, if selected for an internship, you must provide proof that you have registered, or have been accepted for enrollment for studies in the semester immediately following the internship.

To Apply

Please include the following documents in your application:

- Application form, including a Statement of Interest (max. 400 words)
- A CV/Resume
- Academic Transcript(s)

Please send applications to:

Human Resources Office (FNSIP)
U.S. Consulate General Sydney
MLC Centre
Level 59, 19-29 Martin Place
SYDNEY NSW 2000

Or via Email: sydrecruitment@state.gov

HAND DELIVERED APPLICATIONS WILL NOT BE ACCEPTED.

CLOSING DATE FOR APPLICATIONS: Friday, August 10, 2012.

Please note, internship offers are subject to medical and security clearances.

Frequently Asked Questions

About the program

Q. What are the benefits of participating in the Foreign National Student Internship Program at U.S. Consulate Sydney?

A. If selected as a participant you will:

- **Gain** invaluable experience
- **Learn** about American business, culture, organizational structure, and politics
- **Interact** with government officials, diplomats, and other student interns
- **Complement** your studies through professional experience

Q. Who organizes the program?

A. The Foreign National Student Internship Program, which is independently designed and administered by each diplomatic post, is designed to allow students who are non-U.S. citizens to intern at U.S. Missions abroad. In the case of U.S. Consulate Sydney, the internship program is the result of a joint initiative between the Consulate, the United States Studies Centre at the University of Sydney, and the University of New South Wales (UNSW).

The internship

Q. How long is the internship?

A. The internship will occur over a period of eight to nine weeks. There will be a two week orientation followed by an additional six weeks. During the internship, interns are expected to work a 40-hour week.

Q. How is my internship organized?

A. The Consulate is seeking four interns, and representatives of several U.S. agencies will select the top candidates for interviews with the input of representatives of the participating universities. Following the interview process, four successful candidates will be selected for the available positions.

Q. What will I do during my internship?

A. Tasks will be agreed to at the outset of the internship and will vary between the participating sections.

Q. Will I be assigned tasks or to a section specifically related to my degree?

A. Not necessarily. However, the internship should be considered as an opportunity to expand your knowledge and learn new skills.

Q. Do I get paid for my internship?

A. No. All internships are unpaid.

Q. Can I receive academic credit for my internship?

A. Yes. Interns should enroll in the relevant units of study to gain credit for the internship. University of Sydney - students enrolled at the United States Studies Centre can receive academic credit.

University of New South Wales - students enrolled in a degree administered by the Faculty of Law can receive academic credit.

All other university students – please discuss with your respective university internship/faculty coordinators if this is a possibility.

Q. Who is a U.S. Studies Centre student?

Anyone who is enrolled in or completed one of the following U.S. Studies Centre units: USSC2601 US in the World, USSC2602 Introduction to US Politics, USSC2603 Americanism and anti-Americanism or USSC2604 – Sex, Race & Rock in the USA, is a U.S. Studies Centre student.

Q. Who is a University of New South Wales Law student?

A. Anyone who is enrolled in a degree administered by the Faculty of Law at University of New South Wales is a UNSW law student.

Q. Will I receive a certificate upon completion of my internship?

A. Yes. All participants will receive a Certificate of Participation (non-accredited). A letter of successful completion of the internship from the U.S. Consulate will be provided.

Q. What should I do to prepare for the internship?

A. Prior to the internship, students should undertake independent research about American culture, traditions and customs. Upon being notified within which section successful candidates will work, students should do some research about that section.

Q. What should I do if I encounter problems during my internship?

A. If you encounter problems during your internship, you should consult either your supervisor at the U.S. Consulate Sydney, or your home faculty at your university.

Eligibility

Q. I am a U.S. Citizen, can I apply for the internship program?

A. The Foreign National Student Internship Program is for non-U.S. Citizens only. American students should apply for the [State Departments' Internship Program](#).

Q. Who is eligible to apply for the internship program?

A. Any non-U.S. citizen who is enrolled at a local Australian university and meets the selection criteria is eligible to apply for the program.

Q. I am not a student enrolled in the U.S. Studies Centre at the University of Sydney or the Faculty of Law at the University of New South Wales. Am I still eligible to apply?

A. Yes. Any student in good standing with their university and meets the selection criteria may apply for the internship.

Q. What are the selection criteria?

A. All interns:

- Must be able to work as a volunteer, full time from December 3, 2012 – December 12, 2012 and from January 3, 2013 - February 2013
- Must be a non-U.S. citizen and have the right to work in Australia
- Must be over 18 years of age
- Must be in good academic standing with their university (i.e. are currently not required to show cause for poor academic performance)
- Must have private medical insurance, at least for the duration of the internship
- Must be returning to university studies after completion of the internship Note: You are eligible to apply for the Consulate's internship program if you have not yet completed your enrollment at or are waiting to hear the outcome of your application for graduate studies. However, if selected for an internship, you must provide proof that you have registered, or have been accepted for enrollment for studies in the semester immediately following the internship.

Q. I'm in the final year of my undergraduate degree. Am I still eligible to apply?

A. Yes.

Q. Can the units of study be credited towards a major?

A. This will depend on the requirements of your major; however it is likely the internship program will count as an elective unit of study.

Q. I am an international student. Am I still eligible to apply?

A. Yes. This program is designed for non-American students.

The application process

Q. How do I apply?

A. To apply for the internship please provide all the necessary documents listed in the advertisement. Make sure you address the selection criteria in your application. All applications must be submitted by either post or email by Friday, August 10, 2012 to one of the following addresses:

Via Post	Via Email
Human Resources Office (FNSIP) U.S. Consulate General Sydney MLC Centre Level 59, 19-29 Martin Place SYDNEY NSW 2000	sydrecruitment@state.gov

HAND DELIVERED APPLICATIONS CANNOT BE ACCEPTED

Any questions regarding the internship that are not covered by the FAQs can be forwarded to sydrecruitment@state.gov